



**ASIAN AMERICAN RESOURCE CENTER ADVISORY BOARD
SPECIAL CALLED MEETING MINUTES
MONDAY, FEBRUARY 8, 2010**

The Asian American Resource Center Advisory Board convened in a Special Called Meeting on Monday, February 8, 2010 at 301 W. 2nd Street in Austin, Texas.

Chair Chowdhury called the meeting to order at 6:05 p.m.

Board Members in Attendance:

Ahsan Chowdhury - Chair
Imad Ahmed
Chiawen Hsu
Schiller Liao

Staff in Attendance:

Rudy Garza – Assistant City Manager
Taja Beekley – Executive Assistant, CMO
David Taylor – Project Manager, Public Works

1. CITIZEN COMMUNICATION

Jennifer Kim, AARC Leadership Council Member
Greg Smith, Jamail & Smith Construction Company

2. APPROVAL OF MINUTES

The minutes from the Special Called Meeting of December 7, 2009 were approved on first motion by Member Ahmed and on second by Member Liao with a 4-0 vote.

3. ANNOUNCEMENTS

a. Required Board Training

Staff provided information on the required annual board training conducted by the City Clerk's Office.

4. OLD BUSINESS

a. Update from Asian American Resource Center 501c3

Member Liao described the lay-out of the proposed center and discussed the reduction in square footage. ACM Garza noted that the scaling back of the facility was not due to the City, which always committed a set amount of funding of \$5 million. The nonprofit did not raise the necessary funds for the envisioned center. However, there are options for adding square footage in the future, either through community fundraising, EDA grant monies or a second bond proposition.

b. Discussion and Action on the Design Criteria Manual

Member Liao stated the Design Criteria Manual was approximately 95% completed, the only outstanding item is landscaping. No action was taken.

c. Discussion and Action on the Briefing to Council on the Updated Master Plan

The briefing to Council is set for Thursday, March 11th. Member Liao will provide a dry-run to the City Manager's Executive Team on Wednesday, February 24th. Staff will forward the powerpoint presentation to the Board for review and feedback. Citizen Kim addressed the difficulties of fundraising in bad economic conditions. She encouraged the Board to raise funds to support building operations and management. She also discussed applying for a \$2 million EDA grant now and waiting for the bond package for future phases of the center. ACM Garza recommended the Board contact Mayor Pro Tem Martinez to provide an update and seek assistance. No action was taken.

5. NEW BUSINESS

a. Discussion and Action on the Project Management (City of Austin vs. Third Party) of the Asian American Resource Center

Member Liao explained that he approached a private company to submit a proposal for managing the project. His major concern was that the City's project management fee seemed too high for the Design-Build method, he would like to see it capped at 5%. Chair Ahsan requested a listing of pros and cons. ACM Garza explained the City would try very hard to control the project management fees. He expressed some financial concerns with the third party system, namely, the nonprofit would need available funds to pay the company and the City would reimburse the nonprofit afterwards. The City would still charge some fees to the project since they would need to maintain some oversight. Although there is more flexibility for the nonprofit in working with a third party, there are also more associated risks. Project Manager Taylor noted the nonprofit would want to choose a company with familiarity with the project. Citizen Smith stated he works as a general contractor and has completed a number of City projects. He discussed budget constraints, timing, schedule delays, etc. He also recommended that the City guarantee a 5% fee for the project. Citizen Kim noted that the nonprofit currently has \$22,000 in reserves for reimbursing a third party manager. She was also in agreement with a 5% cap. Chair Ahsan stated more due diligence was needed. The Board voted to postpone action on this item until the proposal was received on first motion by Member Hsu and on second by Member Ahmed with a 4-0 vote.

b. Discussion and Action on by-laws and 2010 meeting schedule

The Board discussed that Monday evenings may work better for achieving a quorum. No action was taken.

6. FUTURE AGENDA ITEMS

Item 4. c; Item 5. a and b

ADJOURN

Chair Chowdhury adjourned the meeting at 7:30 p.m. without objection.